



VACANCY ANNOUNCEMENT

U.S. Embassy, Montevideo

Vacancy No. 09/2011

March 30, 2011

TO: All Interested Candidates/All Sources

FROM: Management Officer – S. Bruce Stewart

SUBJECT: VACANCY ANNOUNCEMENT – **Chauffeur**

NOTE: All applicants who are not the Family Members of USG employees officially assigned to post and Under Chief of Mission Authority must have the required residency permit to be eligible for consideration.

POSITION: **Chauffeur**

OPENING DATE: March 30, 2011

CLOSING DATE: **April 13, 2011**

WORK HOURS: Full time, 40 hours per week

SALARY: Ordinarily Resident: FSN-3
Development Level: FSN-2
Not Ordinarily Resident: Extended Scale FP-BB

The FP grade will be confirmed by Washington. Budget constraints do not allow post to honor highest previous rate (HPR) requests. Hiring offers will be made at the step 1 level. EFMs who are currently employed at post and who have applied for another position within the Mission will be considered for HPR pending review of qualifications by the Bureau.

ALL ORDINARILY RESIDENT (OR) APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Montevideo is seeking an individual for employment in country for the position of Chauffeur, in the General Services Office.

BASIC FUNCTION OF THE POSITION

The incumbent will drive for Embassy personnel on official trips in Montevideo and throughout Uruguay. The incumbent will also assist Embassy personnel and visitors in arrivals and departures at the airport and perform messenger services for the Chancery.

QUALIFICATIONS REQUIRED

NOTE: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each criterion.

1. **Education:** Completion of secondary school is required.
2. **Prior Work Experience:** 2 years of experience as full time professional driver (taxi driver, truck driver or chauffeur) is required.
3. **Language Proficiency:** Level 1, basic knowledge of spoken English language and level 3/3 (Speaking/Reading/Writing) good working knowledge of the Spanish language is required.
4. **Job Knowledge:** Excellent knowledge of the city of Montevideo and Uruguayan routes to main cities in the interior is required. Basic knowledge of main cities in the interior is required.
5. **Skills and abilities:** Must have at least a professional drivers license 2-CDE issued in Montevideo. Must be available to work night shifts and on weekends.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy;
2. Current employees serving a probationary period are not eligible to apply;
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply;
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment;
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their

- employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule;
6. According with the USG regulations on the driving of the official vehicles, applicants must be at least 25 years old.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment of Employment as a Locally Employed Staff or Family Member (DS – 174); **or**
2. A current resume or curriculum vitae that provide the same information found on the UAE; **or**
3. A combination of both; i.e. Sections 1 – 24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; **plus**
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g. essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE:

Failure to do so will result in an incomplete application:

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (of known)
- D. Dates Available for Work
- E. First, Middle & Last Names as well as any other names used
- F. Date and Place of Birth
- G. Current Address, Day, Evening, and Cell phone numbers
- H. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- I. U.S. Social Security Number and/or Identification Number
- J. Eligibility to work in the country
- K. Special Accommodations the Mission needs to provide
- L. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- M. Days available to work
- N. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship & Agency, Position, Location)
- O. U.S. Eligible Family Member and Veterans Hiring Preference
- P. Education

- Q. License, Skills, Training, Membership & Recognition
- R. Language Skills
- S. Work Experience
- T. References

SUBMIT APPLICATION TO

Human Resources Office
Vacancy Announcement 09/2011
Lauro Muller 1776; or
jobsMVD@state.gov; or
fax to 1770 2128

DEFINITIONS

1. **Eligible Family Member (EFM)**: An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM)** – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 - I. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 - II. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a US citizen; and
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)** : An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (OR, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

CLOSING DATE FOR THIS POSITION: April 13, 2011

The US Mission in Uruguay provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: GSO: TROTUNNO
APPROVED: MO: SBSTEWART

TRADUCCIÓN NO OFICIAL

LLAMADO PARA EL CARGO DE CHOFER

El empleado oficiará como chofer para el personal de la Embajada en viajes oficiales dentro de Montevideo y a través de Uruguay. Asimismo asistirá al personal de la Embajada y visitantes en sus arribos y partidas en el Aeropuerto y actuará como mensajero para la Embajada.

Nota: Todos los postulantes deberán presentar información específica y completa de cada uno de los criterios de selección detallados a continuación.

1. **Educación:** Se requiere Secundaria completa.
2. **Experiencia Previa:** Se requieren 2 años de experiencia, como chofer profesional en un trabajo full-time (chofer de taxi, chofer de camión o chofer).
3. **Idiomas:** Se requieren: Nivel 1 de Inglés, conocimientos básicos de inglés oral, y Nivel 3 de español en oral/lectura/escritura, buen conocimiento del lenguaje.
4. **Conocimientos:** Se requiere un excelente conocimiento de la ciudad de Montevideo y de las rutas uruguayas hacia las principales ciudades del interior. Se requieren conocimientos básicos de las principales ciudades del interior.
5. **Habilidades:** Deberá tener como mínimo libreta de conducir profesional categoría 2-CDE, expedida en Montevideo. Deberá estar dispuesto a trabajar en turnos nocturnos y durante los fines de semana.

Criterios Adicionales de Selección:

1. La Administración considerará casos de nepotismo, conflicto de intereses, restricciones presupuestales y de residencia para evaluar el candidato más adecuado;
2. Los empleados actuales que se encuentren en período de prueba no pueden presentarse para el cargo;
3. Los empleados residentes que tengan como resultado de su evaluación anual última: "necesita mejora" o "no satisfactorio" no son elegibles para aplicar;
4. Los empleados AEFM que tienen nombramiento como FMA no pueden aplicar al cargo dentro de los 90 días en su nombramiento;
5. Los empleados no residentes contratados bajo un PSA (Contrato de Servicios Personales) no son elegibles para concursar para vacantes publicadas durante los primeros 90 días calendario en que fueron contratados, a no ser que los mismos hayan sido contratados bajo un horario de WAE (a quienes se les paga por el tiempo trabajado cuando se les necesita únicamente);
6. De acuerdo con regulaciones sobre el manejo de vehículos oficiales del Gobierno de los Estados Unidos, los interesados deberán tener por lo menos 25 años de edad.

Fecha límite para la recepción de postulaciones: 13 de abril de 2011.